

**APPENDIX B CONSTRUCTION STANDARDS**  
**TABLE B-5 BOOKS (DECORATION) *Continued***

	FRONT AND BACK COVERS	SPINE	
		Stamping	Foil Pieces
PUBLICATION CS	<p>(1) <b>Blind Stamping.</b> None.</p> <p>(2) <b>Text.</b> Crisp and distinct black impressions which include lines of text and a design as follows:</p> <p>(a) <b>Edition.</b> The numeral "2009"</p> <p>(b) <b>Title.</b> The word "SUPPLEMENT".</p> <p>(c) <b>Design.</b> A design.</p> <p>(d) <b>Code.</b> The words "CODE OF IOWA".</p> <p>(3) <b>Location.</b> Centered and on the top half of the book, with the top of "2009" 2" from the top edge of the cover, and the bottom of the words "CODE OF IOWA" 6 1/2" from the bottom edge of the cover, and the design an equal distance between the words "SUPPLEMENT" and "CODE OF IOWA".</p> <p>(4) <b>Specifications.</b> All of the following apply:</p> <p>(a) <b>Font.</b> Century Schoolbook font.</p> <p>(b) <b>Point Size.</b> Approx. 33 pt.</p>	N/A	<p>(1) <b>Red Foil Piece.</b> All of the following:</p> <p>(a) <b>Affixed.</b> ↑</p> <p>(b) <b>Alignment.</b> ↑</p> <p>(c) <b>Dimensions.</b> ↑</p> <p>(d) <b>Appearance and Color.</b> ↑</p> <p>(e) <b>Location.</b> Approx. 2 1/4" from the top edge of the book.</p> <p>(f) <b>Text.</b> All of the following:</p> <p>(i) <b>Location.</b> Top of the first line approx. 1/16" from the bottom thin bar and bottom of the second line approx. 1/16" from the top thin bar with a design between the two lines approx. 2/16" closer to the top than the bottom line.</p> <p>(ii) <b>Content and Point Size.</b>  <b>First Line.</b> The word "SUPPLEMENT". Approx. 13 pts.  <b>Second Line.</b> The same design impressed upon the front cover reduced proportionately.  <b>Third Line.</b> The words "CODE OF IOWA". Approx. 11pts.</p> <p>(iii) <b>Font.</b> Century Schoolbook.</p> <p>(iv) <b>Spacing.</b> Uniform spacing for words and numbers.</p> <p>(g) <b>Bars.</b> Two sets of bars must run horizontally at the top and bottom of the foil pieces as follows:</p> <p>(i) <b>Size.</b> For each set of bars, all of the following:</p> <p>(*) <b>Wide Top Bar.</b> Approx. the size of a 6 pt. line of rule.</p> <p>(**) <b>Thin Bottom Bar.</b> Not thicker than 3 pt. of line or rule.</p> <p>(ii) <b>Distance.</b> The distance between the wide and think bars must not be less than a 1 1/2 pt. line of rule and not greater than a 2 pt. line of rule.</p> <p>(iii) <b>Placement.</b> For the tope set of bars the distance between the top edge of the wide bar and top edge of the foil piece must not be less than a 1 1/2 pt. line of rule and not greater than a 2 pt. line of rule. For the bottom set of bars, the same distance applies between the bottom edge of the wide bar and bottom of the foil piece.</p> <p>(2) <b>Black Foil Piece.</b> All of the following apply:</p> <p>(a), (b), (c), and (g). ↑</p> <p>(e) <b>Location.</b> Approx. 2 1/2" from the bottom edge of the book.</p> <p>(f) <b>Text.</b> ↑ Except (ii)</p> <p>(ii) <b>Content and Point Size.</b> The number "2009". Approx. 24 pts.</p>

# APPENDIX C DELIVERY INSTRUCTIONS

## TABLE C-1 DELIVERY OF AGENCY PRODUCTS

SPECIAL INSTRUCTIONS	
PUBLICATION	<b>Acts</b> (1) <b>Sample Books.</b> The Agency will deliver a copy of the 2008 Acts to the Contractor. (2) <b>Composed Pages.</b> The Agency will deliver composed pages to the Contractor as follows: (a) <b>Format.</b> The Agency will transmit fully composed pages in an electronic format (Adobe® Systems portable document format [PDF]) to the Contractor. (b) <b>Electronic Delivery.</b> The Agency may deliver files used in production by electronic transfer directly to the Contractor by file transfer protocol (FTP), by electronic mail to the Contractor's contact person, or to the Contractor's internet website. (c) <b>Paper Copies.</b> The Agency will deliver paper copies of the composed pages to the Contractor in a manner determined reasonable by the Agency. (d) <b>Incremental Delivery.</b> During the standard performance period, the Agency may deliver composed pages to the Contractor in installments by groupings of signatures. The Contractor must ship sets of press proofs for delivery to the Agency as the Agency delivers composed pages to the Contractor.
	<b>CS</b> (1) <b>Sample Books.</b> The Agency will deliver a copy of the 2007 Code Supplement to the Contractor. (2) ↑

## APPENDIX C DELIVERY INSTRUCTIONS

### TABLE C-2 PACKAGING (AND LOADING) AND SHIPPING (AND UNLOADING) PRODUCTION ITEMS AND BOOKS

SPECIAL INSTRUCTIONS	
<b>PUBLICATION</b>	<p><b>Acts</b></p> <p>(1) <b>Common Carrier Requirement.</b> If the Contractor does not personally perform packaging (and loading) and shipping (and unloading) production items or books, the following apply:</p> <p>(a) <b>Courier.</b> The courier must be the United States Mail Service, FedEx® Corp., United Parcel Service, Inc. (UPS®), or another person who is a midwestern or nationally recognized courier authorized by the Agency.</p> <p>(b) <b>Freight Company.</b> The freight company must be Roadway® Express, Inc., Con-way® Freight, King Solution, Inc., or another person who is a midwestern or nationally recognized freight company authorized by the Agency.</p> <p>(2) <b>Courier and Freight Company.</b> All of the following apply:</p> <p>(a) <b>Less Weight.</b> A shipment of less than 800 lbs. may be made by a courier or a freight company.</p> <p>(b) <b>More Weight.</b> A shipment of 800 lbs. or more must only be made by a freight company.</p> <p>(3) <b>Books.</b> For books, all of the following apply:</p> <p>(a) <b>Contents Identified.</b> One side of each carton must reasonably indicate its contents: "2009 IOWA ACTS" and the quantity of books included.</p> <p>(b) <b>Bulk Packaging.</b> The books must be packaged in bulk cartons with 5% of books (excluding overruns) placed in individual cartons.</p> <p>(c) <b>Errata Sheet.</b> Each book may contain an errata sheet composed by the Agency, delivered to the Contractor by the Agency, and produced and packaged by the Contractor.</p> <p>(d) <b>Weight.</b> A carton must not exceed 35 lbs.</p> <p>(e) <b>Loading.</b> All of the following:</p> <p>(i) <b>Skids.</b> Each carton must be packed and delivered on skids and be strapped to the skids by polyethylene wrap.</p> <p>(ii) <b>Pallets.</b> All of the following:</p> <p>(*) Each package must fit on a 3' 4" x 5' pallet without overhang.</p> <p>(**) A pallet must not be double stacked.</p> <p>(4) <b>F.O.B. &amp; Risks.</b> The Contractor must deliver production items and books free on board (F.O.B.), destination, door, freight prepaid and allowed. The Contractor bears the expense and risk of putting the production items and books into the possession of a common carrier, and the Contractor is responsible for securing all necessary and customary insurance for shipment. The risk of loss is borne by the Contractor until the Agency takes possession of the production item or book.</p> <p>(5) <b>Specifications.</b> The Contractor must make shipments in a manner that meets all requirements for the applicable freight classification.</p> <p><b>CS</b></p> <p>(1)-(5) † Except (3)(a) One side of each carton must reasonably indicate its contents: "2009 CODE SUPPLEMENT".</p>

### TABLE C-3 DESTINATION FOR PRODUCTION ITEMS

<b>PUBLICATION</b>	CONTACT INFORMATION			DELIVERY ADDRESS	SPECIAL INSTRUCTIONS
	<b>Acts</b>	Name	Ms. Leslie Hickey Iowa Code Editor	Ms. Joanne Page Deputy Code Editor	<p>(1) <b>Contact.</b> Contact the Agency one business day prior to delivery.</p> <p>(2) <b>Delivery Day.</b> Business day. See Table C-3.</p> <p>(3) <b>Delivery Time.</b> Generally, 8:00 a.m. - 4:30 p.m. Central Time. For digital proofs, delivery must not be later than 10:30 a.m. Central Time.</p>
		Address	See Box For Delivery Address	See Box For Delivery Address	
		Telephone	(515) 281-8871	(515) 242-6464	
		Fax	(515) 281-5534	(515) 281-5534	
		E-Mail	leslie.hickey@legis.state.ia.us	joanne.page@legis.state.ia.us	
				Ms. Leslie Hickey, Iowa Code Editor Ola Babcock Miller Building 1112 E. Grand Ave. 3rd Floor West (Iowa Code Office) Des Moines, Iowa 50319	
<b>CS</b>	†	†	†	†	†

**APPENDIX C DELIVERY INSTRUCTIONS**  
**TABLE C-4 DESTINATION FOR BOOKS (NORMAL DELIVERY)**

		NUMBERS AND TYPE	DELIVERY ADDRESS	SPECIAL INSTRUCTIONS
PUBLICATION	Acts	<b>Total:</b> 2,750 Divided as Follows: <b>(1) Normal Delivery:</b> 2,251 <b>(2) Special Delivery:</b> 499	<b>(1) Normal Delivery:</b> Grimes State Office Building (Loading Dock) 400 East 14th St. and Grand Ave. Des Moines, Iowa 50319 <b>(2) Special Delivery:</b> See Table C-5.	<b>(1) General.</b> All of the following: <b>(a) Delivery Day.</b> Business Day. See Appendix D. <b>(b) Delivery Time.</b> 8:00 a.m. - 4:30 p.m. (Central Time) <b>(2) Destinations:</b> <b>(a) Normal Delivery:</b> <b>(i) Contact.</b> Contact the Agency one business day prior to delivery. See Table C-3. <b>(ii) Low Dock.</b> The dock is inside the building, and there are no accommodations to unload by forklift. All pallets must be unloaded by pallet jacks located at the dock. The maximum clearance for the dock is 13' 4". A shipment by a truck that exceeds the 13' 4" clearance shall be deemed undelivered. <b>(b) Special Delivery:</b> See Table C-5.
	CS	<b>Total:</b> 3,250 Divided as follows: <b>(1) Normal Delivery:</b> 2,716 <b>(2) Special Delivery:</b> 534	↑	↑

**APPENDIX C DELIVERY INSTRUCTIONS**  
**TABLE C-5 SHIPPING DESTINATION FOR BOOKS (SPECIAL DELIVERY)**

DISTRICT	CONTACT INFORMATION		DELIVERY ADDRESS	NUMBER		SPECIAL INSTRUCTIONS
				Acts	CS	
2nd	Name Title	JoAnne Hagen, Court Accountant	Webster Co. Courthouse 701 Central Ave. 4 <sup>th</sup> Floor Fort Dodge, IA 50501	91	91	Ship to Court Administration Office, 4 <sup>th</sup> Floor of Webster County Courthouse.
	Telephone	515-576-6336				
	E-Mail	<a href="mailto:joanne.hagen@iowacourts.gov">joanne.hagen@iowacourts.gov</a>				
4th	Name	Kent Wirth	Pottawattamie Co. Courthouse 227 S. 6 <sup>th</sup> Street Council Bluffs, IA 50502	8	37	Ship to the south side of the Courthouse, 5 <sup>th</sup> Avenue (Designated as the buildings and grounds garage).
	Telephone	712-328-5733				
	E-Mail	<a href="mailto:kent.wirth@iowacourts.gov">kent.wirth@iowacourts.gov</a>				
6th	Name	Harold Soppe	Linn County Courthouse Court Administration Office 3 <sup>rd</sup> Ave. Bridge Cedar Rapids, IA 52401	45	45	None
	Telephone	319-398-3920 ext 100				
	E-Mail	<a href="mailto:harold.soppe@iowacourts.gov">harold.soppe@iowacourts.gov</a>				
7th	Name	Richard Brus	Scott County Courthouse 400 W. 4 <sup>th</sup> Street Davenport, IA 52801	43	43	Contact Mr. Brus at least one business day prior to delivery.
	Telephone	563-326-8712				
	E-Mail	<a href="mailto:richard.brus@iowacourts.gov">richard.brus@iowacourts.gov</a>				
8th	Name	Chris Sinnott	Court Administration 211 E. 4 <sup>th</sup> Street Otumwa, IA 52501	67	67	(1) Ship to first floor. (2) Do not drive up the hill. (3) The truck can back in and use the side entrance door under the canopy.
	Telephone	641-684-6502				
	E-Mail	<a href="mailto:chris.sinnott@iowacourts.gov">chris.sinnott@iowacourts.gov</a>				

**APPENDIX C DELIVERY INSTRUCTIONS**  
**TABLE C-6 MAILING DESTINATION FOR BOOKS (SPECIAL DELIVERY) 1st Judicial District**

Addressee		Address					Number		Contact Information	
Name	Title	Court House	Street	City	State	Zip Code	Acts	CS	Telephone	E-mail
Elizabeth Nuss	Clerk of Court	Allamakee	110 Allamakee St PO Box 248	Waukon	IA	52172	4	4	563-568-6351	<a href="mailto:elizabeth.nuss@iowacourts.gov">elizabeth.nuss@iowacourts.gov</a>
Diane May	Court Administration	Black Hawk	316 E. 5 <sup>th</sup> St PO Box 9500	Waterloo	IA	50703	25	25	319-833-3282	<a href="mailto:diane.may@iowacourts.gov">diane.may@iowacourts.gov</a>
Waynette Saul	Clerk of Court	Buchanan	210 5 <sup>th</sup> Ave NE, PO Box 259	Independence	IA	50644	3	3	319-334-2196	<a href="mailto:waynette.saul@iowacourts.gov">waynette.saul@iowacourts.gov</a>
Damian Baltes	Clerk of Court	Chickasaw	8 E Prospect PO Box 467	New Hampton	IA	50659	3	3	641-394-2106	<a href="mailto:damian.baltes@iowacourts.gov">damian.baltes@iowacourts.gov</a>
Susan Johnson	Clerk of Court	Clayton	111 High St PO Box 418	Elkader	IA	52043	3	3	563-245-2204	<a href="mailto:susan.johnson@iowacourts.gov">susan.johnson@iowacourts.gov</a>
Linny Emrich	Clerk of Court	Delaware	301 E. Main PO Box 527	Manchester	IA	52057	4	4	563-927-4942	<a href="mailto:linny.emrich@iowacourts.gov">linny.emrich@iowacourts.gov</a>
Deb Calhoun	Court Administration	Dubuque	720 Central Ave PO Box 1220	Dubuque	IA	52004	12	12	563-589-4591	<a href="mailto:deb.calhoun@iowacourts.gov">deb.calhoun@iowacourts.gov</a>
Elizabeth Nuss	Clerk of Court	Fayette	114 N. Vine St PO Box 458	West Union	IA	52175	5	5	563-422-5694	<a href="mailto:elizabeth.nuss@iowacourts.gov">elizabeth.nuss@iowacourts.gov</a>
Waynette Saul	Clerk of Court	Grundy	706 G Ave	Grundy Center	IA	50658	4	4	319-824-5229	<a href="mailto:waynette.saul@iowacourts.gov">waynette.saul@iowacourts.gov</a>
Damian Baltes	Clerk of Court	Howard	137 N Elm St	Cresco	IA	52136	3	3	563-547-2661	<a href="mailto:damian.baltes@iowacourts.gov">damian.baltes@iowacourts.gov</a>
Elizabeth Nuss	Clerk of Court	Winneshiek	201 W Main	Decorah	IA	52101	5	5	563-382-2469	<a href="mailto:elizabeth.nuss@iowacourts.gov">elizabeth.nuss@iowacourts.gov</a>



# APPENDIX C DELIVERY INSTRUCTIONS

TABLE C-6 MAILING DESTINATION FOR BOOKS (SPECIAL DELIVERY) 3rd Judicial District

Addressee		Address					Number		Contact Information	
Name	Title	Court House	Street	City	State	Zip Code	Acts	CS	Telephone	E-mail
Joann Kinnetz	Clerk of Court	Buena Vista Cnty. Courthouse	215 E 5th St	Storm Lake	IA	50588	4	4	712-749-2546	<a href="mailto:joann.kinnetz@iowacourts.gov">joann.kinnetz@iowacourts.gov</a>
Cheryl Kaskey	Clerk of Court	Cherokee Cnty. Courthouse	520 W Main St	Cherokee	IA	51012	4	4	712-225-6744	<a href="mailto:cheryl.kaskey@iowacourts.gov">cheryl.kaskey@iowacourts.gov</a>
Laurie Janssen	Acting Clerk of Court	Clay Cnty. Court House	215 W 4th St - Ste 4	Spencer	IA	51301	5	5	712-262-4335	<a href="mailto:laurie.janssen@iowacourts.gov">laurie.janssen@iowacourts.gov</a>
Karen Kahl	Clerk of Court	Crawford Cnty. Courthouse	1202 Broadway St - Ste 1P	Denison	IA	51442	4	4	712-263-2242	<a href="mailto:karen.kahl@iowacourts.gov">karen.kahl@iowacourts.gov</a>
Marcia Eckerman	Clerk of Court	Dickinson Cnty. Courthouse	1802 Hill Ave - Ste 2506	Spirit Lake	IA	51360	4	4	712-336-1138	<a href="mailto:marcia.eckerman@iowacourts.gov">marcia.eckerman@iowacourts.gov</a>
Cynthia Kelly	Clerk of Court	Emmet Cnty. Courthouse	609 1st Ave N	Estherville	IA	51334	3	3	712-362-3325	<a href="mailto:cynthia.kelly@iowacourts.gov">cynthia.kelly@iowacourts.gov</a>
Beth Farley	Leadworker/ Clerk of Court Office	Ida Cnty. Courthouse	401 Moorehead St	Ida Grove	IA	51445	3	3	712-364-2628	<a href="mailto:beth.farley@iowacourts.gov">beth.farley@iowacourts.gov</a>
Barbara Schilmoeller	Leadworker/ Clerk of Court Office	Kossuth Cnty. Courthouse	114 W State St	Algona	IA	50511	4	4	515-295-3240	<a href="mailto:barbara.schilmoeller@iowacourts.gov">barbara.schilmoeller@iowacourts.gov</a>
Judy DeBoer	Leadworker/ Clerk of Court Office	Lyon Cnty. Courthouse	206 S 2nd Ave	Rock Rapids	IA	51246	2	2	712-472-8530	<a href="mailto:judy.deboer@iowacourts.gov">judy.deboer@iowacourts.gov</a>
Sue Hansohn	Leadworker/ Clerk of Court Office	Monona Cnty. Courthouse	610 Iowa Ave	Onawa	IA	51040	3	3	712-472-2491	<a href="mailto:sue.hansohn@iowacourts.gov">sue.hansohn@iowacourts.gov</a>
Jeff Roos	Clerk of Court	O'Brien Cnty. Courthouse	155 S Hayes Ave	Primghar	IA	51245	2	2	712-957-3255	<a href="mailto:jeff.roos@iowacourts.gov">jeff.roos@iowacourts.gov</a>
Eileen Grave	Clerk of Court	Osceola Cnty. Courthouse	300 7th St	Sibley	IA	51249	2	2	712-754-3595	<a href="mailto:eileen.grave@iowacourts.gov">eileen.grave@iowacourts.gov</a>
Mary Ellen Munn	Clerk of Court	Palo Alto Cnty. Courthouse	1010 Broadway	Emmetsburg	IA	50536	3	3	712-852-3603	<a href="mailto:mary.munn@iowacourts.gov">mary.munn@iowacourts.gov</a>
Charlene Peterson	Clerk of Court	Plymouth Cnty. Courthouse	215 4th Ave SE	Le Mars	IA	51031	3	3	712-546-4215	<a href="mailto:charlene.peterson@iowacourts.gov">charlene.peterson@iowacourts.gov</a>
Debra Fischer	Clerk of Court	Sioux Cnty. Courthouse	210 Central Ave SW	Orange City	IA	51041	4	4	712-737-2286	<a href="mailto:deb.fischer@iowacourt.gov">deb.fischer@iowacourt.gov</a>
Debbie Schmith	Account/ Auditor I/DCA Office	Woodbury Cnty. Courthouse	620 Douglas St - Ste 210	Sioux City	IA	51101	14	20	712-279-6630	<a href="mailto:debbie.schmith@iowacourts.gov">debbie.schmith@iowacourts.gov</a>